



## Board Policy #2

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**Title:**

Code Development Cycle  
Stakeholder Code Change Proposal Submission

**Authority:**

Section 36-137 (5) of the Code of Virginia

**Policy Statement:**

- Stakeholder code change proposals will be accepted and processed by staff for the proposed regulations phase in accordance with the following:
  - Staff will reach out to proponents on carried forward items from the previous cycle to see if the proponents are still interested in submitting the proposal.
  - Staff will submit identified editorial and clean up proposals from either the current or previous cycle.
  - Staff will begin accepting stakeholder code change proposals at the start of each code development cycle and may begin accepting proposals for any given code development cycle prior to publishing of a NOIRA, if the Board has given staff approval to commence a code development cycle.
  - Each cycle, prior to the Board's consideration of individual proposals for the proposed regulations, staff will determine an appropriate deadline for proposal submission and will announce the deadline at least 30 days prior to the deadline. The proposal submission deadline shall allow time for review and processing of all submitted proposals by staff, as well as the applicable workgroups and sub-workgroups, prior to the Board's consideration of individual proposals.
  
- Any proposals submitted after the proposal submission deadline shall be continued to the next code change cycle. The Board may continue an individual proposal to the final regulations phase by taking formal action.

**Approval and Review:**

This Board policy was reviewed and approved on October 25, 2021

**Board Chair**

**at Last Review:** Sonny Abbasi

**DHCD Director:** Erik Johnson